



North Carolina Department of Health and Human Services
Division of Social Services

325 North Salisbury Street • MSC 2408 • Raleigh, North Carolina 27699-2408
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

February 28, 2009

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM ADMINISTRATORS AND SUPERVISORS

SUBJECT: AVAILABILITY OF STATE GENERATED REPORTS ON XPTR

The Division was recently asked to create a comprehensive index of state generated reports that are available for county use in XPTR. This index can be found on the Division's web site at <http://www.ncdhhs.gov/dss/stats/reports.htm>. The index lists the reports by their report number, the name of the report in XPTR, the title of the report, and a brief description of the report. This comprehensive index contains reports that should be reviewed occasionally, quarterly, monthly, or on a regular basis.

To access these reports counties should already have someone with authorization to view these reports. However, if there are questions regarding access to these reports, counties should consult with their county security officer. If assistance is needed the security officer may contact the Division's Help Desk at (919) 855-3200.

For your convenience, the reports that the Division has identified as ones that must be reviewed on a regular basis; an abbreviated index has been developed. The abbreviated index is attached to this letter and, it contains the same information as the comprehensive index. For instance, reports that the Division recommends review on a regular basis include: final foster care payment report, children in custody or placement responsibility of DSS for over 1 year, and the responsible individuals list report.

The reports provide valuable information from a programmatic and a practice perspective. We hope that this index clarifies what reports are available for your use and that you are able to use these reports to enhance service delivery in your county.

If you have any questions, please feel free to contact the Child Welfare Policy Consultation Team, at (919) 733-4622, your CPR, the Performance Management team at (919) 733-7831.

Attachment:

[REPORTS TO BE REVIEWED ON A REGULAR BASIS](#)

Sincerely,

A handwritten signature in cursive script that reads "Charisse S. Johnson".

Charisse S. Johnson, Chief
Child Welfare Services

cc: Sherry Bradsher
Sarah Barham
Hank Bowers
Children's Program Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Work First Representatives

CWS-10-09